



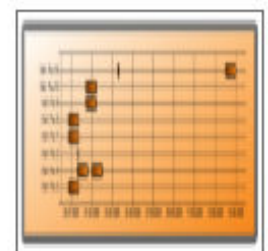
Traka Key Booking Web Portal User Guide



July, 2009						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: July 31, 2009

Key	Room	Start	End	Booked	Free
1001	1001	10:00	11:00	1	0
1002	1002	10:00	11:00	1	0
1003	1003	10:00	11:00	1	0
1004	1004	10:00	11:00	1	0
1005	1005	10:00	11:00	1	0
1006	1006	10:00	11:00	1	0
1007	1007	10:00	11:00	1	0
1008	1008	10:00	11:00	1	0
1009	1009	10:00	11:00	1	0
1010	1010	10:00	11:00	1	0



[Add New Booking](#)

[Booking List](#)

[Booking Chart](#)

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KEY BOOKING WEB PORTAL

OVERVIEW

The KeyBooking Web Portal application allows a user to create, edit and delete a booking from a web browser as well as the Traka32 software. The KeyBooking Web application is designed to work with an existing Traka32/SQL Server installation. Communications with cabinets is performed by Traka32, either with Auto Comms enabled or preferably running as Traka as a Service (TaaS).

The Key Booking Web Portal connects to the existing Traka32 SQL Server database using the “Traka Engineer” login account, which is created by default when the database is first initialised. (This account is also used by TaaS).

TRAKA32 CONFIGURATION

AUTO COMMS & TAAS

For the Traka KeyBooking Web Portal to work effectively either Auto Comms or Traka as a Service (TAAS) needs to be enabled. This will ensure that the bookings that are created on the Web Portal are written to Traka32 and the cabinets a ‘user definable’ amount of time. You can see communication status in the Web Portal by selecting the ‘Booking List’, you will notice there is a status section next to each booking.

When a booking is waiting for Auto Comms or TAAS to communicate and update Traka32 and the cabinet, the status will show ‘Waiting to Add’. It is similar when waiting for a booking to be deleted, the status will show ‘Waiting to Delete’. Once a booking has been synchronised with both the cabinet and Traka32 the status will show OK.

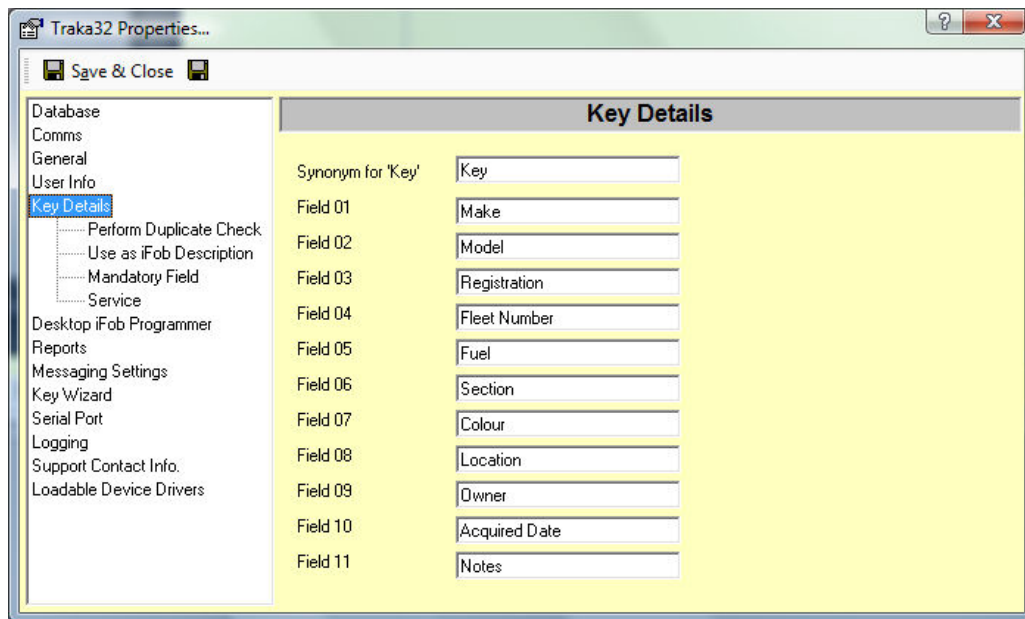
For further information on ‘TAAS’ or ‘Auto Comms’ please consult the Traka32 User Guide.

FIRMWARE OPTIONS

The Traka cabinets you wish to create bookings for must have either the ‘KeyBooking’ or ‘KeyBooking by Reference’ option enabled in order to use the KeyBooking Web Portal.

KEY DETAILS

There are certain aspects of the KeyBooking feature which are user definable from Traka32, such as the Key Description fields. These fields can be changed to any description you desire, for example if they keys in your cabinet are specifically vehicle keys, your description fields may be as follows:-

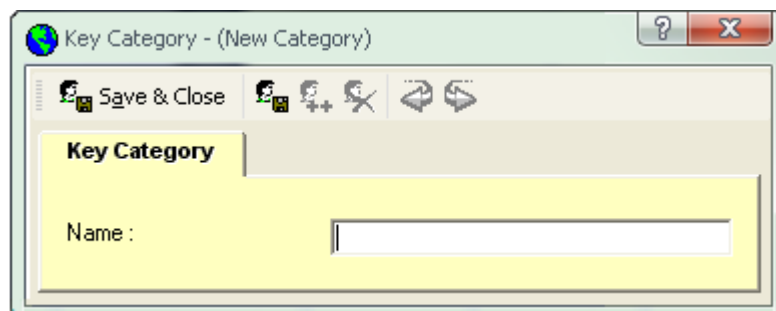


To change the description fields simply open Traka32 select **File > Properties** then when the Properties window appears select '**Key Details**'. You can now enter a description of your choice into each field.

KEY CATEGORY

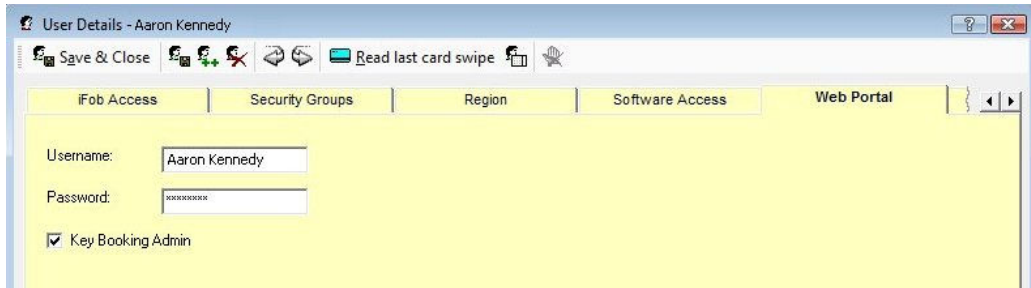
There are certain aspects of the KeyBooking feature which are user definable from Traka32, such as the Key Categories. These fields can group multiple keys together and narrow down searches. For example, when you are searching for a key using the Web Portal, as well as typing in a specific search term or selecting a key from the Key List, you can have a number of tick boxes with your desired '**Key Categories**'.

To add or edit a 'Key Category' simply open Traka32 and then select **File > Options**. From the options menu select the 'Key Categories' tab. Next click the 'Options' button and select 'Add New', you will then be confronted by the 'Key Category' window. Enter the desired category description and click 'Save & Close'.



CREATING A USER LOGIN

To allow a Traka32 User to have access to the KeyBooking Web Portal, a login must be created. To create the login you must have access to User Details. Open Traka32 and select the 'User List', from there double click the desired user to open their User Details window. Select the tab at the top of the details window named 'Web Portal'. Here you can create the users 'Log In' for KeyBooking Web Portal by entering a User Name and Password.




Note: - The Users Name and Password for the KeyBooking Web Portal can be completely different to their Traka32 Login in details, although it is advised you use the same User Name.

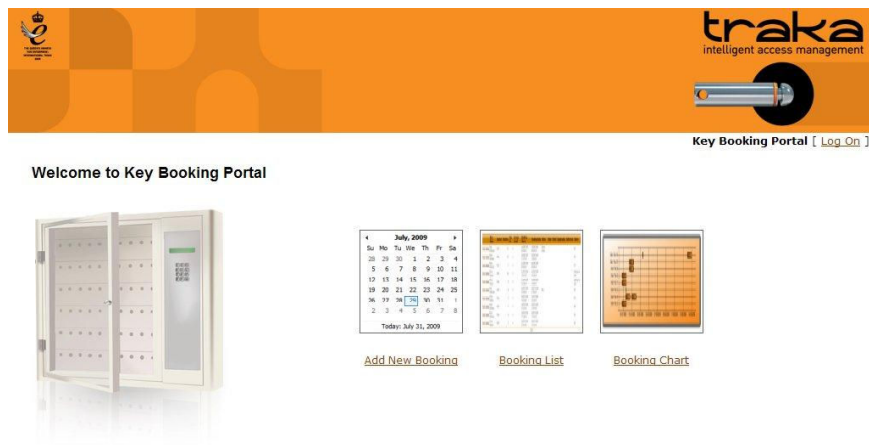
KeyBooking Admin Option

This option when enabled will allow the selected user to create a Web Portal Log in for other users.

KEY BOOKING PROCESS

KEY BOOKING

After having installed the KeyBooking Web Portal (see the separate 'KeyBooking Web Portal Installation Guide' for further information), navigate to <http://localhost/keybooking> (replacing 'keyBooking' with whatever Alias you used in the installation process). You will then be confronted the KeyBooking Welcome page, from here you have the choice of 'Adding a new Booking', viewing the 'Booking List' or viewing the 'Booking Chart' (see below).



To create a new booking simply select the 'Add New Booking' button. You will then be taken to the 'Log On' screen, from here enter your previously configured [User Name and Password](#) and click **Next** to continue.

Once the user has logged on they will be prompted to select a system they wish to book keys from. Select the desired system and click **Next**.

Key Booking Portal (Aaron) [Log Off] [Change Password]

System - Reference - Users - Times - Fobs - AccessLevel - Notes - Confirm - Finish

Select System

Select System:

Fleet A

Fleet A

Fleet B

Cancel Next

Next you will be prompted to select a user to book the key for. To find the desired user, browse the User List and click the **'Select'** button next to their name, or alternatively type the users name into the search bar and click the **'Search'** button. Once you have selected a user click the **'Next'** button.

Key Booking Portal (Aaron) [Log Off] [Change Password]

System - **Users** - Times - Fobs - Notes - Confirm - Finish

Select User

You haven't selected a user!

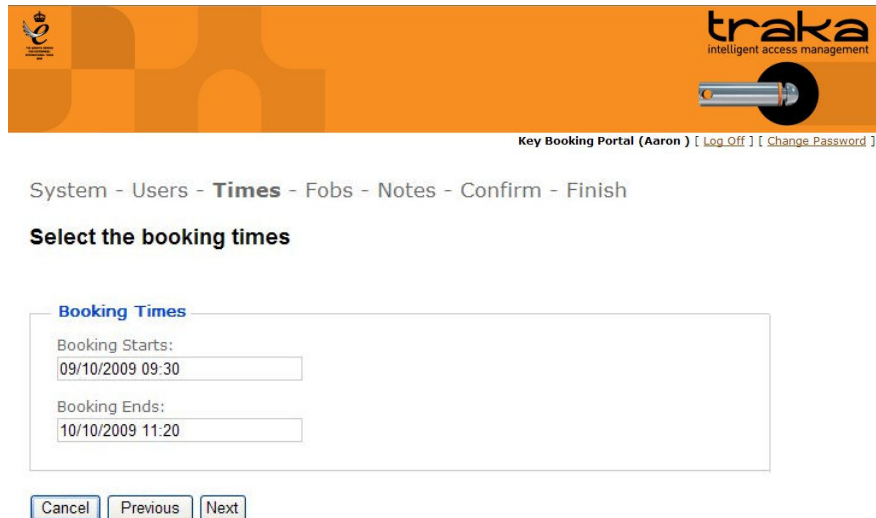
Search: Aaron Kennedy Search

User Name	Staff Number	Position	Tel	Fax	Mobile	Email	Site	Building	Street, Town	Postcode
Select Guest										
Select Traka Beheerder										
Select Tim Davis										
Select Aaron Kennedy										
Select John Kent										
Select Paul Robinson										
Select Augusto Rotoni										
Select Robert Smith										
Select Chris Tattum										
Select Daniel Terry										

1 2

Cancel Previous Next

Once you have selected the appropriate user, you will need to enter a Beginning and End time for the booking. Then click **'Next'**.



Key Booking Portal (Aaron) [Log Off] [Change Password]

System - Users - **Times** - Fobs - Notes - Confirm - Finish

Select the booking times

Booking Times

Booking Starts:
09/10/2009 09:30

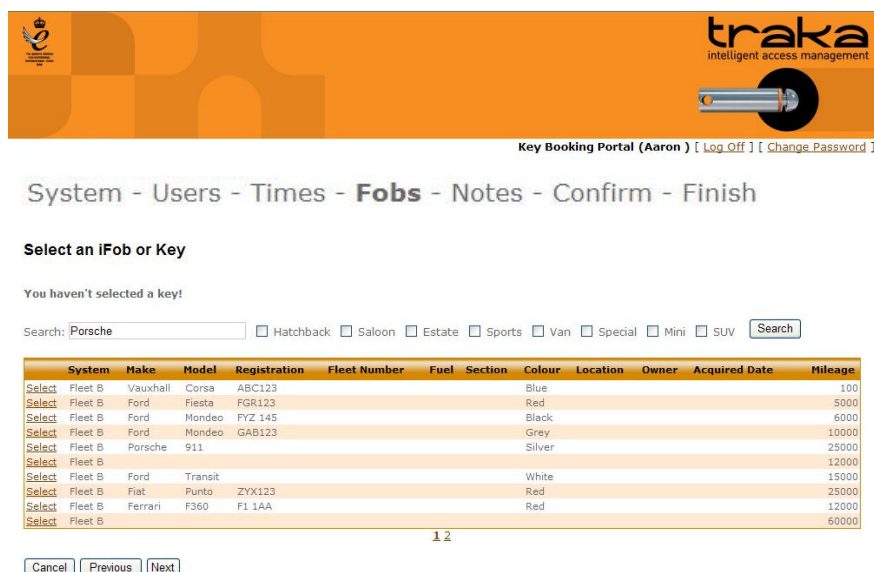
Booking Ends:
10/10/2009 11:20

Cancel Previous Next

After selecting a Beginning and End time for your booking, you will need to select a key to book. There are several ways to find the key you wish to book:-

- You can use the provided Key List and browse for the desired key.
- Enter a valid description into the search bar, such as the Make, Model, Colour, Registration, Location, and Owner etc (or whatever your [description fields](#) are configured for).
- Or there are several 'Key Category' tick boxes (each with a [definable description](#) which can be changed in Traka32) that can be selected and then searched for.

Once you have found the key you wish to book click the **'Next'** button.



Key Booking Portal (Aaron) [Log Off] [Change Password]

System - Users - Times - **Fobs** - Notes - Confirm - Finish

Select an IFob or Key

You haven't selected a key!

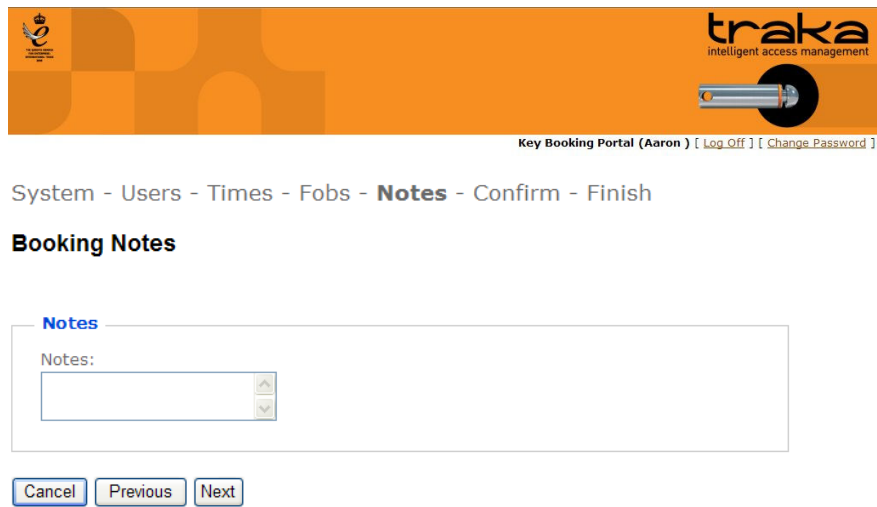
Search: Porsche ☐ Hatchback ☐ Saloon ☐ Estate ☐ Sports ☐ Van ☐ Special ☐ Mini ☐ SUV

	System	Make	Model	Registration	Fleet Number	Fuel	Section	Colour	Location	Owner	Acquired Date	Mileage
Select	Fleet B	Vauxhall	Corsa	ABC123				Blue				100
Select	Fleet B	Ford	Fiesta	FGR123				Red				5000
Select	Fleet B	Ford	Mondeo	FYZ 145				Black				6000
Select	Fleet B	Ford	Mondeo	GAB123				Grey				10000
Select	Fleet B	Porsche	911					Silver				25000
Select	Fleet B											12000
Select	Fleet B	Ford	Transit					White				15000
Select	Fleet B	Fiat	Punto	ZYX123				Red				25000
Select	Fleet B	Ferrari	F360	F1 1AA				Red				12000
Select	Fleet B											60000

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Cancel Previous Next

Next is the notes section, here you can enter any notes you want to relate to the booking. Once you have written your notes click the 'Next' button.



Key Booking Portal (Aaron) [Log Off] [Change Password]

System - Users - Times - Fobs - **Notes** - Confirm - Finish

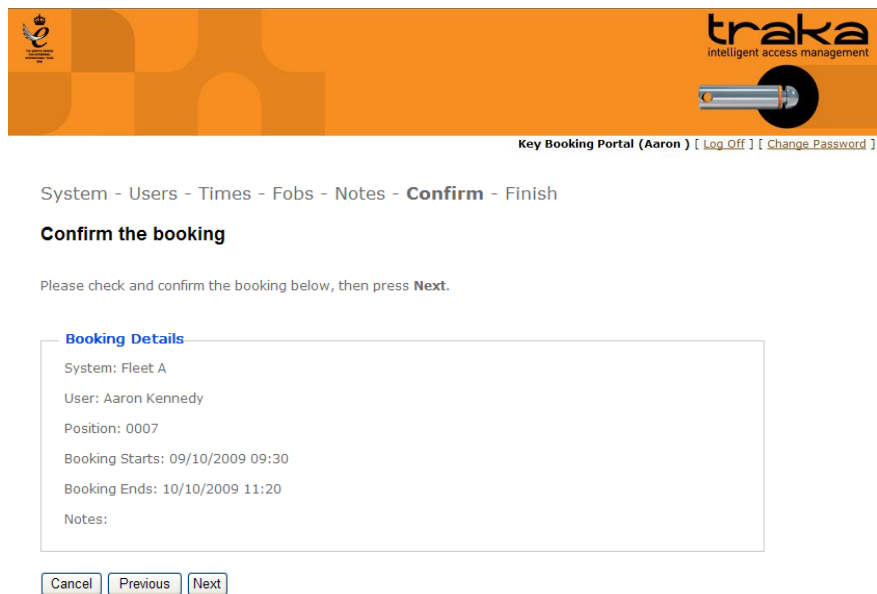
Booking Notes

Notes

Notes:

Cancel Previous Next

The Confirm Booking section holds the summary details of you booking. If you are happy and want to save the booking click on 'Next' or if you want to change the details click on 'Previous', to discard the booking click on 'Cancel'.



Key Booking Portal (Aaron) [Log Off] [Change Password]

System - Users - Times - Fobs - Notes - **Confirm** - Finish

Confirm the booking

Please check and confirm the booking below, then press **Next**.

Booking Details

System: Fleet A
 User: Aaron Kennedy
 Position: 0007
 Booking Starts: 09/10/2009 09:30
 Booking Ends: 10/10/2009 11:20
 Notes:

Cancel Previous Next

After selecting 'Next', you be confronted by the final screen which will inform you that the booking has been submitted successfully.



System - Users - Times - Fobs - Notes - Confirm - **Finish**

Finish

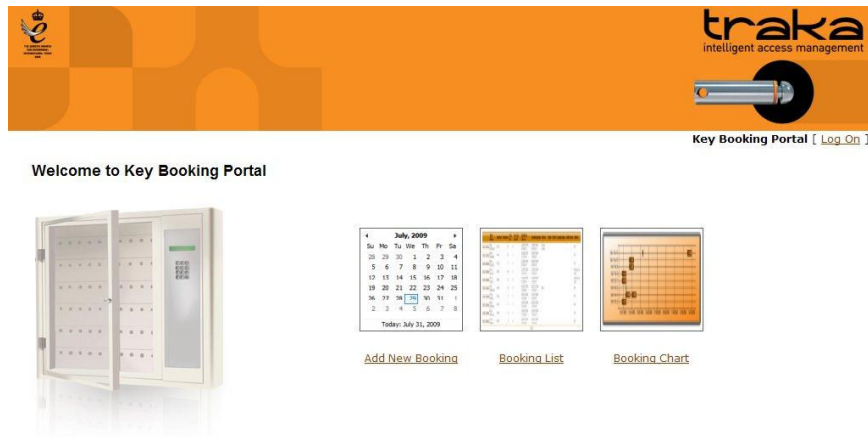
Booking submitted successfully.

[Add New Booking](#)

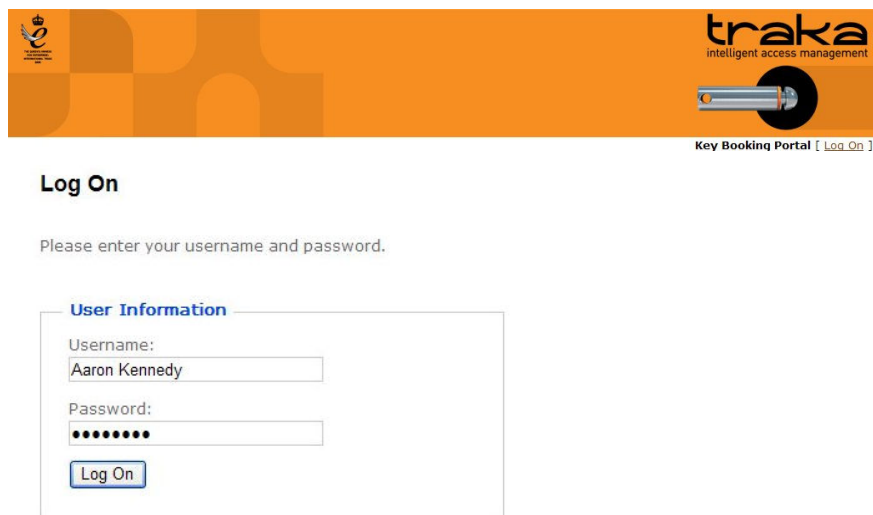
[View Bookings](#)

KEY BOOKING BY REFERENCE

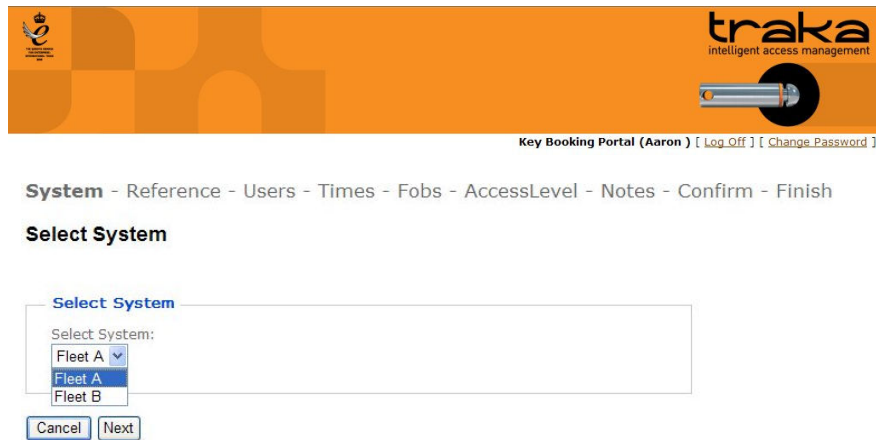
After having installed the KeyBooking Web Portal (see the separate 'KeyBooking Web Portal Installation Guide' for further information), navigate to <http://localhost/keybooking> (replacing 'keyBooking' with whatever Alias you used in the installation process). You will then be confronted the KeyBooking Welcome page, from here you have the choice of 'Adding a new Booking', viewing the 'Booking List' or viewing the 'Booking Chart' (see below).



To create a new booking simply select the 'Add New Booking' button. You will then be taken to the 'Log On' screen, from here enter your previously configured [User Name and Password](#) and click **Next** to continue.



Once the user has logged on they will be prompted to select a system they wish to book keys from. Select the desired system and click **Next**.



Key Booking Portal (Aaron) [Log Off] [Change Password]

System - Reference - Users - Times - Fobs - AccessLevel - Notes - Confirm - Finish

Select System

Select System:

Fleet A

Fleet A

Fleet B

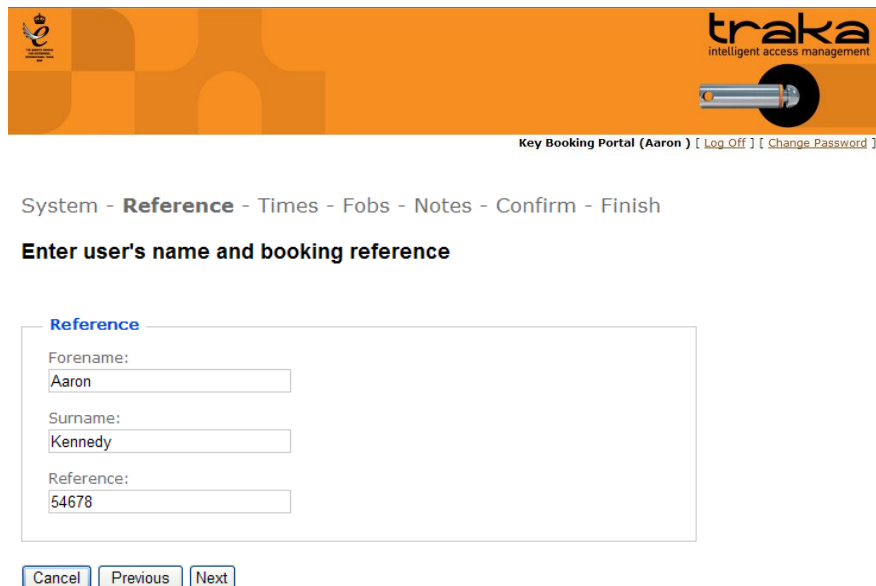
Cancel Next

KeyBooking by Reference allow temporary users, who would not normally have access to the Traka System, to have a key made available to them via a booking reference number.

You will then be confronted by the Booking Reference section. You will need to enter the name of the user who will complete the booking and enter a Reference number.



Note: - the reference number must be numerical and can only consist of 12 digits.



Key Booking Portal (Aaron) [Log Off] [Change Password]

System - **Reference** - Times - Fobs - Notes - Confirm - Finish

Enter user's name and booking reference

Reference

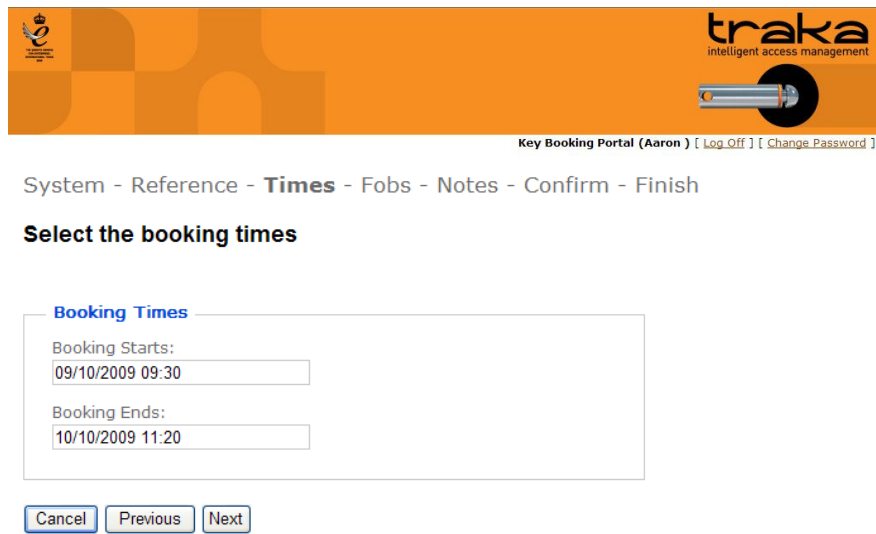
Forename:
Aaron

Surname:
Kennedy

Reference:
54678

Cancel Previous Next

Once you have selected the appropriate user, you will need to enter a Beginning and End time for the booking. Then click '**Next**'.



Key Booking Portal (Aaron) [Log Off] [Change Password]

System - Reference - **Times** - Fobs - Notes - Confirm - Finish

Select the booking times

Booking Times

Booking Starts:
09/10/2009 09:30

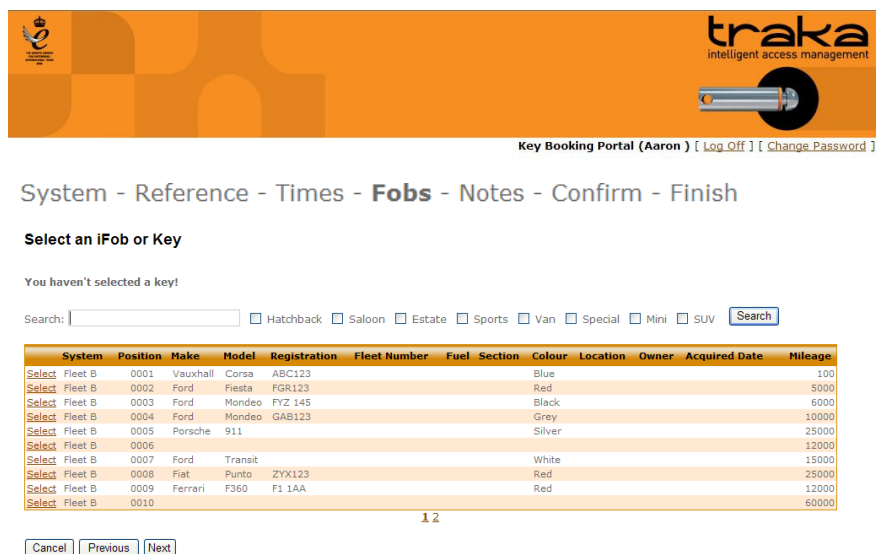
Booking Ends:
10/10/2009 11:20

Cancel Previous Next

After selecting a Beginning and End time for your booking, you will need to select a key to book. There are several ways to find the key you wish to book:-

- You can use the provided Key List and browse for the desired key.
- Enter a valid description into the search bar, such as the Make, Model, Colour, Registration, Location, and Owner etc (or whatever your [description fields](#) are configured for).
- Or there are several 'Key Category' tick boxes (each with a [definable description](#) which can be changed in Traka32) that can be selected and then searched for.

Once you have found the key you wish to book click the '**Next**' button.



Key Booking Portal (Aaron) [Log Off] [Change Password]

System - Reference - Times - **Fobs** - Notes - Confirm - Finish

Select an IFob or Key

You haven't selected a key!

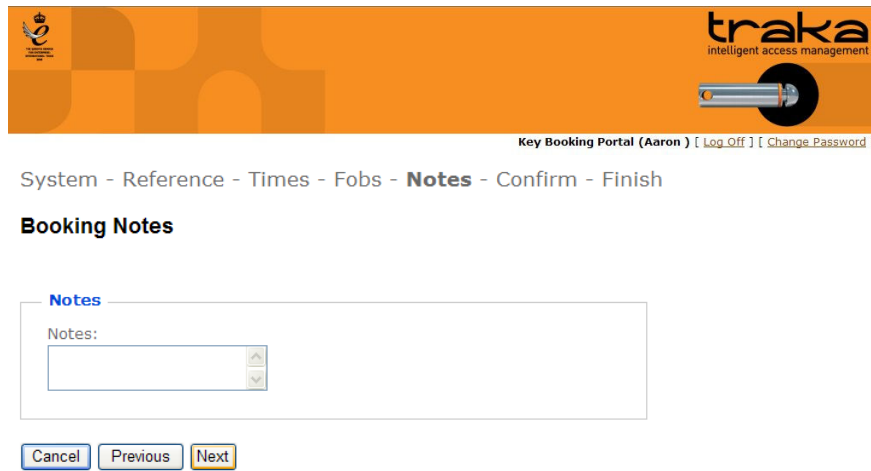
Search: ☐ Hatchback ☐ Saloon ☐ Estate ☐ Sports ☐ Van ☐ Special ☐ Mini ☐ SUV

	System	Position	Make	Model	Registration	Fleet Number	Fuel	Section	Colour	Location	Owner	Acquired Date	Mileage
Select	Fleet B	0001	Vauxhall	Corsa	ABC123				Blue				100
Select	Fleet B	0002	Ford	Fiesta	FGR123				Red				5000
Select	Fleet B	0003	Ford	Mondeo	FYZ 145				Black				6000
Select	Fleet B	0004	Ford	Mondeo	GAB123				Grey				10000
Select	Fleet B	0005	Porsche	911					Silver				25000
Select	Fleet B	0006											12000
Select	Fleet B	0007	Ford	Transit					White				15000
Select	Fleet B	0008	Fiat	Punto	ZYX123				Red				25000
Select	Fleet B	0009	Ferrari	F360	F1 1AA				Red				12000
Select	Fleet B	0010											60000

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Cancel Previous Next

Next is the notes section, where you can enter any notes you want to relate to the booking. Once you have written your notes click the **'Next'** button.



Key Booking Portal (Aaron) [Log Off] [Change Password]

System - Reference - Times - Fobs - **Notes** - Confirm - Finish

Booking Notes

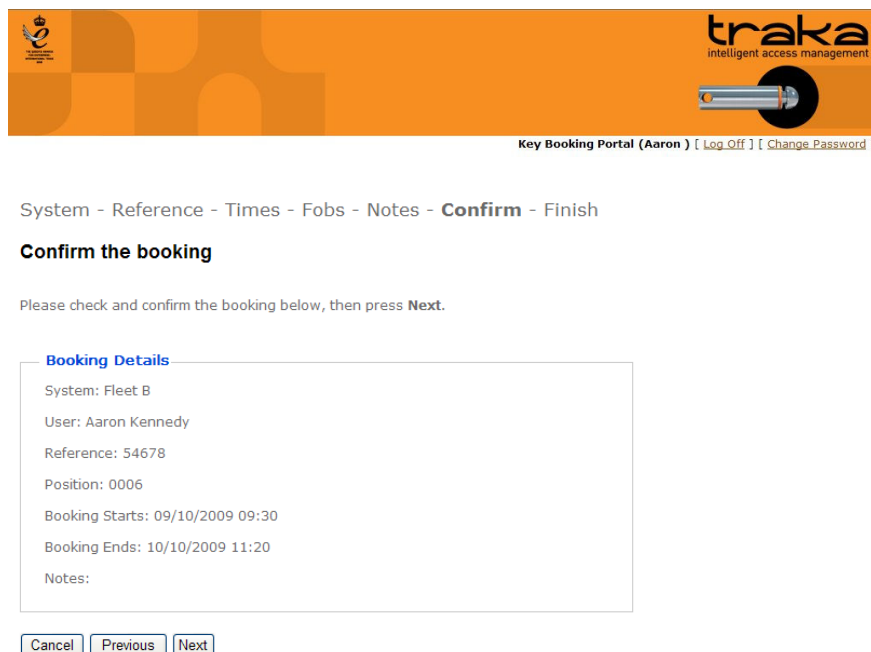
Notes

Notes:

[Text Area]

[Cancel] [Previous] [Next]

The Confirm Booking section holds the summary details of you booking. If you are happy and want to save the booking click on 'Next' or if you want to change the details click on 'Previous', to discard the booking click on 'Cancel'.



Key Booking Portal (Aaron) [Log Off] [Change Password]

System - Reference - Times - Fobs - Notes - **Confirm** - Finish

Confirm the booking

Please check and confirm the booking below, then press **Next**.

Booking Details

System: Fleet B
 User: Aaron Kennedy
 Reference: 54678
 Position: 0006
 Booking Starts: 09/10/2009 09:30
 Booking Ends: 10/10/2009 11:20
 Notes:

[Cancel] [Previous] [Next]

After selecting 'Next', you be confronted by the final screen which will inform you that the booking has been submitted successfully.



System - Reference - Times - Fobs - Notes - Confirm - **Finish**

Finish

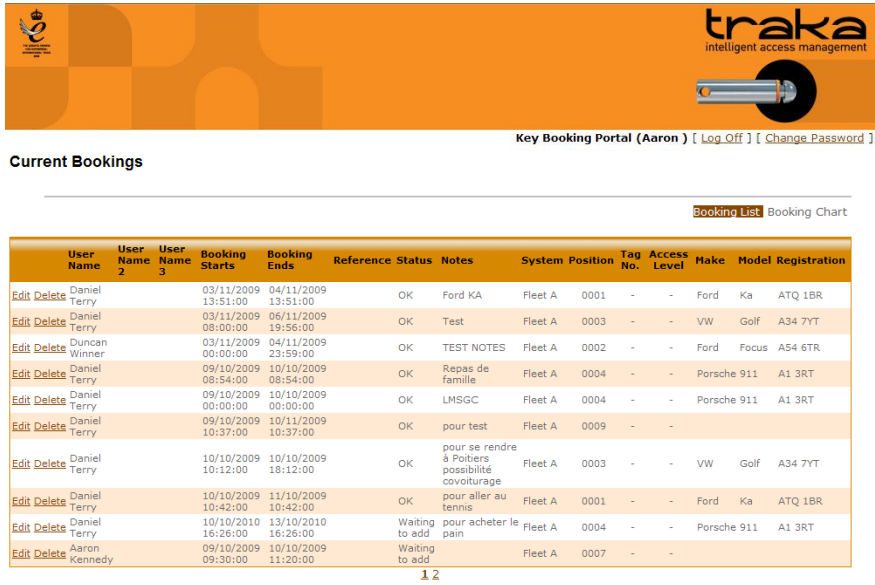
Booking submitted successfully.

[Add New Booking](#)

[View Bookings](#)

BOOKING LIST

Once the booking is confirmed the Web Portal software will write the booking to the Traka System. You can view the details of the booking by selecting the 'Bookings List' button from the 'Welcome' Screen and also on the 'Finish' page when you have completed a booking.



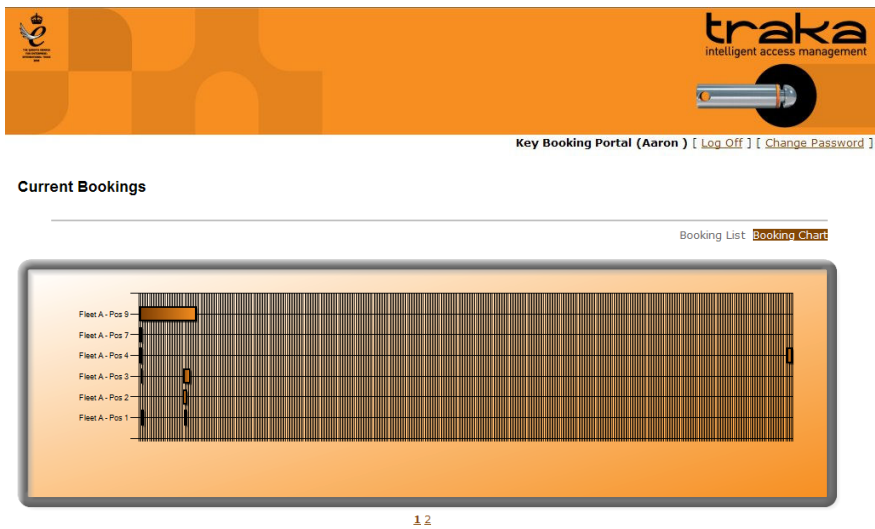
The screenshot shows the 'Key Booking Portal (Aaron)' interface. At the top, there's a header with the Traka logo and navigation links: 'Log Off' and 'Change Password'. Below the header, the 'Current Bookings' section is active, displaying a table of bookings. The table has columns for User Name, User Name 2, User Name 3, Booking Starts, Booking Ends, Reference, Status, Notes, System, Position, Tag No., Access Level, Make, Model, and Registration. The table lists several bookings for users like Daniel Terry, Duncan Winner, and Aaron Kennedy, with details on their booking times and vehicle information.

User Name	User Name 2	User Name 3	Booking Starts	Booking Ends	Reference	Status	Notes	System	Position	Tag No.	Access Level	Make	Model	Registration
Edit Delete Daniel Terry			03/11/2009 13:51:00	04/11/2009 13:51:00		OK	Ford KA	Fleet A	0001	-	-	Ford	Ka	ATQ 1BR
Edit Delete Daniel Terry			03/11/2009 08:00:00	06/11/2009 19:56:00		OK	Test	Fleet A	0003	-	-	VW	Golf	A34 7YT
Edit Delete Duncan Winner			03/11/2009 00:00:00	04/11/2009 23:59:00		OK	TEST NOTES	Fleet A	0002	-	-	Ford	Focus	A54 6TR
Edit Delete Daniel Terry			09/10/2009 08:54:00	10/10/2009 08:54:00		OK	Repas de famille	Fleet A	0004	-	-	Porsche	911	A1 3RT
Edit Delete Daniel Terry			09/10/2009 00:00:00	10/10/2009 00:00:00		OK	LMSGC	Fleet A	0004	-	-	Porsche	911	A1 3RT
Edit Delete Daniel Terry			09/10/2009 10:37:00	10/11/2009 10:37:00		OK	pour test	Fleet A	0009	-	-			
Edit Delete Daniel Terry			10/10/2009 10:12:00	10/10/2009 18:12:00		OK	pour se rendre à Poitiers possibilité covoiturage	Fleet A	0003	-	-	VW	Golf	A34 7YT
Edit Delete Daniel Terry			10/10/2009 10:42:00	11/10/2009 10:42:00		OK	pour aller au tennis	Fleet A	0001	-	-	Ford	Ka	ATQ 1BR
Edit Delete Daniel Terry			10/10/2010 16:26:00	13/10/2010 16:26:00		Waiting to add	pour acheter le pain	Fleet A	0004	-	-	Porsche	911	A1 3RT
Edit Delete Aaron Kennedy			09/10/2009 09:30:00	10/10/2009 11:20:00		Waiting to add		Fleet A	0007	-	-			

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BOOKING CHART

The Key Bookings Chart provides a graphical representation of all current bookings. You can view the details of the booking by selecting the 'Bookings List' button from the 'Welcome' Screen.



The screenshot shows the 'Key Booking Portal (Aaron)' interface. At the top, there's a header with the Traka logo and navigation links: 'Log Off' and 'Change Password'. Below the header, the 'Current Bookings' section is active, displaying a 'Booking Chart'. The chart is a graphical representation of bookings, showing time slots for various fleet positions (Fleet A - Pos 1 to Fleet A - Pos 9). The chart area is a grid where bookings are represented by colored bars. The 'Booking List' button is visible in the top right corner of the chart area.

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LOCALISATION

The KeyBooking Web Portal application will automatically display in the language as set in your web browser. This is usually automatically set to the language of your operating system.

To view or change these settings in Internet Explorer, Select **Internet Options** from the **Tools** menu and click **Languages**. In Firefox 3, select **Options** from the **Tools** menu. Then in the **Content** tab, click the **Choose** button in the Languages section at the bottom.

TECHNICAL SUPPORT INFORMATION

Should you have any problems or need further assistance with you Traka Products, please feel free to contact our Technical Support Department by any of the means below.

Email:

support@traka.com

Technical Support Helpline

Telephone: 0845 630 6300